

WDE684 - WISE Teacher/Course/Student Enrollment through March 26, 2010



**MARCH 30, 2010
COLLECTION TRAINING**



Agenda



- WDE684 Overview
 - Authority
 - Changes in the 2009-10 WDE684
 - General Information
- WDE684 Data Elements in Detail
 - Student Enrollment file
 - Section File
- How to report Dropouts
- How to report Graduates
- Technical Support
- WDE684 Contact Information

WDE684 Overview



WDE684 Authority



The WDE684 is Wyoming's authoritative collection of student-level demographics and course information

- Enrolled Act #50 of 1990
- W.S. § 21-2-304(a)(v)
- W.S. § 21-2-203
- Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB).

Overview Information



WDE684 data are utilized in identification of student subgroups for use in the Wyoming Education Resource Block Grant Model, National Assessment of Educational Progress (NAEP), and Adequate Yearly Progress (AYP) determinations (including Graduation Rates).

The data from the WDE684 Collection are also integral to the creation of public report cards such as Every Student Counts and the Wyoming Education Summary.

Overview Information



- On each of the three WDE684 collections, all 2009-10 student enrollment records between the beginning of the school year and the collection date are to be submitted, including records for students exiting prior to a collection date. As a result, it will be likely for multiple records per student to be reported.

Overview Information



- Additionally, in the case of students exiting school in a prior year for reasons other than graduation or documented transfer, any identified updates to student exit status should be provided on the next available WDE684 collection.
 - In these cases, graduation rate accountability means it is in districts' best interest to track down the educational status of students no longer in attendance and report current status when the student is learned to have transferred or graduated from another regular-diploma granting school.

Overview Information



- The WDE684 will be collected again in June 2010. This schedule will achieve the goals of determining the enrollment status of students and tracking students who transfer, graduate, drop out, or otherwise exit. Submission of the WDE684 in June 2010 will replace the WDE670 WISE Graduates and Completer Statistics Data collection. Further, summer graduates will now be reported on the next school year's October 1 WDE684 submission.

Overview Information



For the School Year 2009-10:

- All WDE student and staff data collections will collect the new federal Race and Ethnicity categories. Details on the categories can be found at: <http://www.k12.wy.us/>.
- The WDE684 collection will collect information on all students, not just those enrolled on the snapshot date.
- Student Exit Dates will be collected on the WDE684.
- Student Exit Types will be collected on the WDE684.
- Course Section Entry and Exit dates will be optional on the WDE684.

WDE684 Collection Information



- **Collection Window**
 - March 26 – April 16, 2010
- **Due Date**
 - April 16, 2010 by 5:00 p.m.
- **Note:** WDE recommends that your district run trials this week to give you time to clean up any errors **BEFORE** the due date.

WDE684 Collection Information



- SIS upgrades:
 - PowerSchool 6.1.0.1
 - Infinite Campus 1003.6 or 1007

Documentation Available



- WDE684 – Guidebook, Data elements and rules
 - Located on the WISE <http://www.k12.wy.us/wise/>
- Threaded Discussions, FAQs
 - Located in the WISE Info Center on the Wyoming Education Fusion Portal <https://fusion.edu.wyoming.gov>

Questions?



WDE684 Data Elements in Detail



STUDENT FILE
SECTION FILE

WDE684 Student File Elements



- 34 total data elements
 - 27 required
 - ✦ Data must be provided
 - 2 optional
 - ✦ Data should be provided if available
 - 5 conditional
 - ✦ Data provided when applicable to other fields

WDE684 Student File Elements



WISERID	PacificIslanderRace	StudentConcurrentEnrollment
StudentLastName	WhiteRace	StudentHomeSchooled
StudentFirstName	StudentIDEA	StudentNationalScholarship
StudentMiddleName	StudentELL	StudentStateScholarship
StudentGradeLevel	StudentELLMonitoring	StudentExitDate
StudentDateOfBirth	StudentSection504	StudentSchoolExitType
StudentGender	StudentTitle1	
SchoolID	StudentMigrant	
DistrictID	StudentImmigrant	
StudentNameSuffix	StudentHomeless	
HispanicEthnicity	StudentGiftedTalented	
AsianRace	StudentLunch	
BlackRace	StudentEntryDate	
IndianRace	StudentEnrolledDistrict	

WISERID



- **WISERID**
 - Required element
 - State assigned student record identifier
 - Must be 8 characters
- **WISER ID will be verified against the State Registration System (SRS).**

StudentLastName



- StudentLastName
 - Required element
 - Student's legal last name
 - Up to 25 characters
- The Student's last name will be verified against the State Registration System (SRS).

StudentFirstName



- StudentFirstName
 - Required element
 - Student's legal first name
 - Up to 15 characters
- The Student's first name will be verified against the State Registration System (SRS).

StudentMiddleName



- **StudentMiddleName**
 - Optional element
 - Student's middle name
 - Up to 15 characters

StudentGradeLevel



- StudentGradeLevel
 - Required element
 - Grade for which the student is enrolled at this school
 - Must be 2 characters
- For Adequate Yearly Progress (AYP) inclusion the grade reported must match the reported grade tested by the assessment vendor.

StudentDateofBirth



- StudentDateofBirth
 - Required element
 - Student's date of birth
 - Must be 8 characters – YYYYMMDD
- Student Date of Birth will be verified against the State Registration System (SRS).

StudentGender



- StudentGender
 - Required element
 - Student's gender
 - Must be 1 character – M or F
 - ✦ M – Male
 - ✦ F – Female
- Student Gender will be verified against the State Registration System (SRS).

SchoolID



- SchoolID
 - Required element
- The WDE 7-digit ID for the school of the student's enrollment.

DistrictID



- DistrictID
 - Required element
- The WDE 7-digit ID for the district of the student's enrollment.

StudentNameSuffix



- StudentNameSuffix
 - Optional element
 - Student's generation identifier
 - ✦ Sr, Jr, III
 - Up to 8 characters

Ethnicity and Race Reporting Guidance



In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) will require school districts and accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.

Ethnicity and Race Reporting Guidance



Six fields are used to report a student's Race and Ethnicity:

HispanicEthnicity

AsianRace

BlackRace

IndianRace

PacificIslanderRace

WhiteRace

Ethnicity and Race Reporting Guidance



- Organizations must ask respondent in a two-part question format.
 - The first question is about ethnicity.
 - ✦ Reported in the HispanicEthnicity data field.
 - The second question is about race.
 - ✦ Reported in the five race data fields.
- Valid values for all six fields are: Y or N (Y=Yes, N= No)

Ethnicity and Race Reporting Guidance



- None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes).
- All race fields cannot be reported as N (No).

Ethnicity and Race Reporting Guidance



- Federal Guidance:
<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>
- Managing an Identity Crisis from the National Forum on Education Statistics:
- **<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>**

StudentIDEA



- StudentIDEA
 - Required element
 - Is the student on an active Individual Education Plan (IEP) under IDEA? Yes or No.

StudentELL



- StudentELL
- The definition of an ELL student is as follows:
 - (i.) Who is newly enrolled in the district or who enrolled in the district after the State annual ELL assessment was given in the prior school year; and has been identified and evaluated by the district as being of limited English proficiency; or
 - (ii.) Who is returning to the district from the previous school year; and
 - ✦ Who took the State's annual ELL assessment in the prior school year and has not yet achieved the "proficiency" level (grades K-2) or the "transitional" level (grades 3-12).

StudentELL



- StudentELL
 - Required element
- Is this student an English Language Learner? (Y) Yes, (N) No, or (R) Refused.
- A student who meets the above qualifications, but whose parent/guardian refuses services should be reported as “R”. The value “R” should only be used for students who have been identified as needing services; it should not be used for students who have not yet been evaluated.

StudentELLMonitoring



- StudentELLMonitoring
 - Conditional element
 - Is this student in year 1 or year 2 ELL monitoring?
 - Must be 1 character – 1, 2
 - ✦ 1 – Former ELL student, Year 1 ELL monitoring
 - ✦ 2 – Former ELL student, Year 2 ELL monitoring
 - Once an ELL student has achieved the “proficiency” or “transitional” level on Wyoming’s English Language Assessment, they are required to be monitored for 2 years.

StudentSection504



- StudentSection504
 - Required element
 - Is this student on a 504 Accommodation plan? When a specific accommodation is necessary for a student to have access to his or her regular education, such an accommodation may be documented on a separate Section 504 accommodation plan and/or the IEP.
 - Must be 1 character – Y, N
 - ✦ Y – Yes
 - ✦ N – No

StudentTitle1



- StudentTitle1
 - Required element
 - Is this student Title 1?
 - ✦ All students in a school-wide Title 1 school are Title 1 students.
 - Must be 1 character – Y, N
 - ✦ Y – Yes
 - ✦ N – No

StudentMigrant



StudentMigrant

- Required element
- Was this student eligible to participate or did this student participate in a summer Migrant Education Program in any the prior three years?

The federal definition (Title I-C) for a 'migratory child' is as follows:

- “Migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain temporary or seasonal employment in agricultural or fishing work:
 - A. has moved from one school district to another;
 - B. in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
 - C. resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

StudentImmigrant



- **StudentImmigrant**
 - Required element
 - Is this student an Immigrant?
- **To be counted as an immigrant a student must meet the following criteria:**
 - 1. Student is age 3 through 21.
 - 2. Student was not born in any state within the United States (states include Puerto Rico and Washington D.C.).
 - 3. Student has not attended one or more schools in the United States for more than three full academic years.

StudentImmigrant



- Criteria “3” is to be interpreted literally. If the student immigrated into any state within the United States, regardless of age of immigration into the country, they are to be reported as an Immigrant Student until they have attended three full years (cumulative) of school (grades K-12) in the US.
- Foreign Exchange students are not immigrants.
- Children born overseas to U.S. military personnel are considered immigrants for the purposes of this collection.
- Determination of Immigrant status and ELL status are NOT RELATED. A student can be an immigrant student without need for ELL services, and conversely can require ELL services without having immigrated to the United States from another country.

StudentHomeless



- **StudentHomeless**
 - Required element
 - Is this student Homeless? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.
 - Definition of “Homeless Children and Youth”, as defined by Title X-C, can be found in the WDE684 Guidebook.

StudentGiftedTalented



- **StudentGiftedTalented**

- Required element
- Is this student identified as gifted/talented according to your district's identification method?
- Must be 1 character – Y, N
- If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

StudentLunch



- StudentLunch
 - Required element
 - Student's lunch status
 - Must be 1 character – F, N, R, S, X
 - ✦ F – Free lunch eligible
 - ✦ N – Not eligible for free/reduced lunch
 - ✦ R – Reduced price lunch eligible
 - ✦ S – USDA Provision 2 or 3 – school provides all students free lunch
 - ✦ X – School does not participate in the USDA school lunch program
 - If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

StudentEntryDate



- **StudentEntryDate**
 - Required element, must be 8 characters - YYYYMMDD
 - What is the most recent date this student enrolled in the school in the current school year?
- **A new record (with a current StudentEntryDate) should be created when:**
 - grade level changes
 - concurrent enrollment status changes
 - homeschool status changes
 - the student has a documented transfer to another school within the same district
 - the student has a break in school services
 - any change to Full-Time or Part-Time status

StudentEntryDate



- For changes to other fields, please do not create a new enrollment record. Report the value the student had on the snapshot date.
 - Snapshot is March 26th, 2010.

StudentEnrolledDistrict



- **StudentEnrolledDistrict**
 - Required element, must be 8 characters – YYYYMMDD
 - What is the most recent date this student enrolled in the district?
- A new record (with a current StudentEnrolledDistrict date) should be created when:
 - The student has a break in district services and returns

StudentEnrolledDistrict



This is the most recent date of entry into the district as stored in a district's SIS. In response to recognized variance in the way vendors are able track and access this information, this date is to be reported as the beginning of continuous enrollment in a district either historically (including in a previous year, where applicable) or in the current year if historical reporting is not possible. As an example, a student continuously enrolled in a district for five years will be reported with a StudentEnrolledDistrict date falling five years earlier if possible, or reported as the first day of school in the current school year where historical reporting is not enabled.

StudentConcurrentEnrollment



- StudentConcurrentEnrollment
 - Required element
 - Is the student concurrently enrolled in the reporting school?
 - Not the primary enrollment
- Concurrent enrollment in the reporting district = 'Y'
- Primary enrollment within the reporting district = 'N'
- Dual Enrollment at a community college or the University of Wyoming = 'N'

StudentConcurrentEnrollment



- If a student is enrolled at two schools within the reporting district, the boundary school should report “N” and the service school should report “Y”.
- For out-of-district placed students, the resident district will report “N”, and the service district will report “Y”.
- For public reporting and AYP determinations, a student will be counted at the school marked with StudentConcurrentEnrollment = “N”.

StudentConcurrentEnrollment



- Resident District Handbook:
<http://www.k12.wy.us/ICS/WSN/DOCS/WSNRDH B.pdf>
- Scott Bullock (sbullo@educ.state.wy.us, 777-7418)
or
- Lachelle Brant (lbrant@educ.state.wy.us, 777-3679)

StudentHomeSchooled



- **StudentHomeSchooled**
 - Required element
 - Is this student receiving their primary educational instruction in a home environment for reasons other than health and attending public school 50% or less of the school day?
 - Must be 1 character – Y, N
- If the enrollment spans the snapshot date, report the value the student had on the snapshot date.

StudentNationalScholarship



- StudentNationalScholarship
 - Conditional Element ; Y, N, blank
- Did the diploma recipient receive at least one scholarship that is defined to be:
 - applicable to any college AND
 - open to any student in the United States (eligibility is not based on geographic location)?
- This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).

StudentStateScholarship



- StudentStateScholarship
 - Conditional Element; Y, N, blank
- Did the diploma recipient receive at least one scholarship that is defined to be:
 - limited to a specific college or colleges OR
 - limited to graduates in a given district or in the State of Wyoming?
- This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).
- This includes all levels of the Hathaway Scholarship.

StudentExitDate



- StudentExitDate
 - Conditional Element
- What is the date the student exited the school?
 - Date should be entered in the format: YYYYMMDD
- StudentExitDate and StudentExitType must both be provided or both be absent.

StudentExitType



- StudentExitType
 - Conditional Element
- What is this student's Exit Type?
- Exit Type Codes can be found in the WDE684 Data Elements document, the WDE684 Guidebook, and the WISE Info Center of the Wyoming Education Fusion portal
- StudentExitDate and StudentExitType must both be provided or both be absent.

Questions?



WDE684 Section File Elements



- 12 total data elements
 - 8 required
 - ✦ Data must be provided
 - 4 optional
 - ✦ Data should be provided if available

WDE684 Section File Elements



- LocalSectionID
- WISERID
- LocalCourseId
- LocalCourseName
- WISEStaffID
- TeacherLastName
- TeacherFirstName
- TeacherMiddleName
- SchoolID
- DistrictID
- SectionEntryDate
- SectionExitDate

LocalSectionID



- LocalSectionID
 - Required element
- What is the locally used identification number for this section?
 - This field can be up to 32 characters long.

WISERID



- **WISERID**
 - Required element
- What is the WISER ID for the student taking the course?

LocalCourseID



- LocalCourseID
 - Required element
- What is the locally used identification number for this course?
 - This field can be up to 38 characters long.

LocalCourseName



- LocalCourseName
 - Optional element
- What is the name of this course?
 - Up to 50 characters long

WISEStaffID



- WISEStaffID
 - Required element
- What is the WISE Staff ID for the teacher of this section?

TeacherLastName



- TeacherLastName
 - Required element
- What is the legal last name for the teacher of this section?
 - Up to 25 characters

TeacherFirstName



- **TeacherFirstName**
 - Required element
- **What is the legal first name for the teacher of this section?**
 - Up to 15 characters

TeacherMiddleName



- TeacherMiddleName
 - Optional element
- What is the legal middle name for the teacher of this section?
 - Up to 15 characters

SchoolID



- SchoolID
 - Required element
- What is the 7-digit ID for the school where this section is taught?

DistrictID



- DistrictID
 - Required element
- What is the 7-digit ID for the district where this section is taught?

SectionEntryDate



- SectionEntryDate
 - Optional Element
- What is the date this section enrollment began?
 - Date should be entered in the format: YYYYMMDD

SectionExitDate



- SectionExitDate
 - Optional Element
- What is the date this section enrollment ended?
 - Date should be entered in the format: YYYYMMDD

Questions?



State Report Manager



- The State Report Manager (SRM) is designed to enable school districts to load, review, and validate their data before submitting it to the state
- Summary Reports and Charts available to download and review
- Part of the Wyoming Integrated Statewide Education (WISE) Data System
 - Data are secure!

How to Report Dropouts and Non-Graduates



Non-Graduates



- The StudentExitType field will be used for reporting Non-Graduates. Non-Graduates are students who did not receive a regular high school diploma, and did not transfer, emigrate, or die.
- Summer dropouts are included with the previous school year cohort

Non-Graduates



Preliminary counts of non-graduates are available to view through the WDE684 – Enrollment Data reports in the Wyoming Education Fusion Portal.

Non-Graduates for 2008-09



1. Report the StudentEntryDate as the actual entry date of the student into the school during the previous school year (2008-09). If the actual entry date is not retrievable, use the first day of school in the previous school year (2008-09).
2. Report the StudentEnrolledDistrict as the actual entry date of the student into the district during the previous school year (2008-09). If the actual entry date is not retrievable, use the first day of school in the previous school year (2008-09).

Non-Graduates for 2008-09



3. Report StudentExitDate as the actual exit date of the student from the school and district. If the actual exit date is not retrievable, use the last day of school in the previous school year (2008-09).
4. Report using Exit Type Code 140.
5. All program and demographic fields should be reported as they existed when the student dropped out. This is no different than the guidance for the WDE607.

Non-Graduates



WDE684-Enrollment

District Enrollment Counts
School Enrollment Counts
Student-Level Enrollment

WDE684 District Enrollment Counts

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WDE684 District Enrollment Counts

Snapshot	Category	Category Value	Count
10/01/2009	Dropouts	Total	492
10/01/2009		Yes	145
10/01/2009	Monitoring	1	23
10/01/2009	Monitoring	2	94
10/01/2009	Ethnicity/Race	Asian	102
10/01/2009	Ethnicity/Race	Black	219

How to Report Graduates



Graduates



The StudentExitType field will be used for reporting Graduates. Students who graduate with a Wyoming "regular high school diploma" as defined through Wyoming Statute and Rules and Regulations, Ch. 31 - Graduation Requirements are considered Graduates.

Graduates



- If the student completes the district defined college-bound course of study, use Exit Type Code 108.
- If the student receives a Wyoming "regular high school diploma" as defined through Wyoming Statute and Rules and Regulations, but does not complete the district defined college-bound course of study, use Exit Type Code 124.

Graduates



- Students who earn a regular Wyoming diploma must not be reported as having graduated until after the diploma is actually earned.
- When reporting graduates, the StudentExitDate should reflect the date the diploma was granted.

Graduates



- For federal reporting and accountability purposes, students earning diplomas at the end of summer school are included as graduating in the same school year as those students graduating in the spring, despite reporting not taking place until the fall data collection cycle.
- Summer dropouts are included with the previous school year cohort

Graduates



- **Preliminary counts** of graduates are available to view through the WDE684 – Enrollment Data reports in the Wyoming Education Fusion Portal.

Graduates

WDE684SchoolEnrollmentCount[1].pdf - Adobe Acrobat Professional

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WDE684 School Enrollment Counts

Snapshot	Category	Category Value	Count
10/01/2009	Concurrent Enrollment	Total	1
10/01/2009	Dropouts	Total	72
10/01/2009	ELL	Yes	4
10/01/2009	Ethnicity/Race	Asian	3
10/01/2009	Ethnicity/Race	Black	3
10/01/2009	Ethnicity/Race	Hispanic	32
10/01/2009	Ethnicity/Race	Indian	4
10/01/2009	Ethnicity/Race	Pacific Islander	0
10/01/2009	Ethnicity/Race	Two or More Races	3
10/01/2009	Ethnicity/Race	White	491
10/01/2009	Gender	Female	272
10/01/2009	Gender	Male	264
10/01/2009	Gifted/Talented	Yes	11
10/01/2009	Grade	09	123
10/01/2009	Grade	10	149
10/01/2009	Grade	11	144
10/01/2009	Grade	12	120
10/01/2009	Graduates	Total	9
10/01/2009	Home Schooled	Total	2
10/01/2009	Homeless	Yes	3

Modifications to StudentExitType



Modifications to StudentExitType



The WDE684 has evolved to become the reporting mechanism for updating student exit types reported in previous years. In this role, the WDE684 replaces and expands upon the WDE670 Completer and WDE607 Dropout collections. As such, diligent WDE684 reporting and re-reporting will directly affect the accuracy of graduation rate calculations for your schools, your district, and the state.

Modifications to StudentExitType



In cases where previously submitted StudentExitType needs to be updated for a student, do not attempt to modify a previously submitted WDE684.

Use the next available collection window. Within that collection, create a single entry for the student using all previously submitted data element values from your district's most recent prior WDE684 reporting of the student (including StudentEntryDate, StudentExitDate, and StudentEnrolledDistrict).

Modifications to StudentExitType



Use the previously submitted demographic information for the student. It is highly recommended that each district keep at least one copy of the WDE684 data from each collection window for auditing and exit type modification purposes.

Enter the new StudentExitType.

Questions?



Technical Support



**INFINITE CAMPUS TECHNICAL STATUS
CONFERENCE CALL**

APRIL 13, 2010 2:00-3:00PM

DIAL IN 1-877-211-6478

PASSCODE: 496412#

Technical Support



POWERSCHOOL TECHNICAL STATUS CONFERENCE CALLS

DIAL IN 1-877-211-6478

PASSCODE: 496412#

**3 TIMES A WEEK AS NECESSARY UNTIL THE
COLLECTION WINDOW CLOSES:**

MONDAY 10:00AM- 11:00AM

WEDNESDAY 9:00AM-10:00AM

FRIDAY 9:00AM-10:00AM

Technical Support



SUPPORT TOPICS INCLUDE:

WISER ID/STUDENT LOCATOR FRAMEWORK

SIF SETUP

SRM TRIALS

Questions?



Upcoming Events



- WDE600 and WDE601 Training (WEN Video)
 - April 14, 2010, 2:00-4:00pm
- Data Collection Forum (WEN Video)
 - April 27, 2010 3:30-5:00pm
 - Topics:
 - ✦ Information and changes to the requirements for collecting and reporting student legal names.
 - ✦ Information about funding model recalibration and what districts can expect in regards to data collections.
- WDE652 Training (WEN Video)
 - April 28, 2010, 2:00-4:00pm

Contact Information



- WDE684 Submission & Content questions:
 - Leslie Zimmerschied
 - 307-777-8751
 - lzimme@educ.state.wy.us

Thank you for attending!

